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Dear Student

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the credibility and respect of employers.

Rest assured that Damelin Correspondence College is a learning institution that is employer-recognised and trusted. Damelin prides itself on offering you the very best learning programmes.

As you page through this prospectus, keep your career goals firmly in focus. This will enable you to identify the programme that will open the door to your career success.

Why study with Damelin Correspondence College?

- Damelin is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Prov. Reg. No. 2008/FE07/037
- Damelin Correspondence College (Pty) Ltd Provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, www.umalusi.org.za. The provisional accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475 PA. Employers are required to quote this number in their claims to the Skills Levy Fund, for investing in their employee’s education as set out in the Skills Development Act No 31, 2003.
- Damelin Correspondence College offers you the flexibility to gain qualifications while you are working.
- Damelin focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin’s expertise includes programme development, curriculum design, content, and student support methods that are right up to date.
- Damelin Correspondence College is a Registered Credit Provider, NCRCP 2325

Register now and be one step closer to the career position you desire, and the future you are aiming for.

Yours sincerely
Rakesh Patel
Damelin Correspondence College General Manager
DCC’s Learning Opportunities
DCC caters for a wide variety of learner needs. This means that we offer both formal and non-formal programmes. It is important that you understand the type of programme for which you are enrolling.

Damelin Correspondence College offers you the following learning opportunities:

National qualifications are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification. An example of a National Qualification offered by DCC is the National Certificate in Bookkeeping, NQF Level 3, SAQA ID 58375, accredited by FASSET.

DCC Provider Programmes are DCC’s vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the DCC Academic Board. An example of a DCC Provider Programme is the DCC Certificate in Professional Secretary.

Agent Programmes are programmes for which DCC offers tuition, but where DCC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations. An example of an Agent Programme offered by DCC is the Microsoft Office User Specialist (MOUS) programme.

Continuous Professional Development (CPD) Programmes are short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career. An example of a DCC CPD programme is the DCC Short Course in Conflict Management.

Orientation Programmes are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme. An example of a DCC Orientation Programme is the DCC Short Course: Introduction to Radio Broadcasting.

Self-employment Programmes were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business. An example of a DCC Self-employment programme is the DCC Diploma in Computerised Bookkeeping.
Why Choose Damelin Correspondence?

**Employer Credibility**
Today’s job market is highly competitive, particularly for young people who are seeking their first job. In this environment, the most valuable asset that a job-seeker can have is a relevant qualification from an acclaimed and respected institution. Students can rest assured that, with over 40 years’ experience in preparing students for employment, and branches in most major cities, Damelin Correspondence College has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin Correspondence College graduates.

**Flexibility and Commitment to the Student**
Studying by correspondence has several advantages over attending classes at a campus:
- Students can register at any time of the year.
- Students can learn at home, according to a convenient schedule, without having to incur the cost and inconvenience of travelling to classes at fixed times.
- Students can continue to earn an income, while studying outside of working hours at home.
- Students have access to highly qualified and experienced Damelin Correspondence College tutors who can provide quick feedback by giving detailed comments on assignments, and can provide telephonic tutorials on a one-to-one basis.
- Students can engage with study material that is divided up into logically sequenced, manageable units, which form part of an integrated and sound learning process of introduction, reinforcement and review, interspersed with student-centred exercises.

**Career Counselling & Development Service**
Students are encouraged to make use of Damelin Correspondence College’s free educational counselling service. Students can contact the Damelin Correspondence College Call Centre by telephone for referral to a Career Counsellor, or to make a personal appointment. Alternatively, students can e-mail queries to the College.

The Career Counsellor can assist students in choosing a career. He or she can also provide additional academic support (such as study skills, tips for writing assignments and pre-exam techniques, life skills, time-management, coping with stress, and more), or can simply provide job-searching techniques.
Providing for Students with Disabilities or Audio Needs

Damelin Correspondence College seeks to provide students who have disabilities with every opportunity to participate fully in the College. When registering, students are invited to disclose any disabilities that they may have, and to indicate any individual support or special examination arrangements that they may need. Students are also welcome to contact a Damelin Correspondence College Student Consultant for further information. In addition, students with disabilities are invited to discuss their particular needs with the Career Counsellor, who is available to assist with personal, academic and career choices.

Students who experience difficulty in studying from printed material, for whatever reason, are encouraged to contact the Education Desk of Tape Aids for the Blind, to arrange for printed material to be transferred to audio.
Phone 031 309 4800.

Admission requirements – Recognition of Prior Learning

Damelin Correspondence College applies the South African Qualification Authority’s (SAQA) policy of recognising prior learning. Therefore, if students do not meet the admission requirements of a particular learning programme, as stated in the entrance requirements for each course, they should contact the College to evaluate their prior learning and experience and decide if they can gain admission to the programme of their choice.
The Damelin Correspondence College
Business Career Programmes

General Business Studies
Damelin Correspondence College has played a major role in business education and training for over 40 years. The College provides high quality training for those who need hands-on skills to advance their careers in the South African business world.

Damelin Correspondence College’s General Business Studies division offers a range of learning programmes that have been accredited both by Damelin Correspondence College and by various external professional institutes. Damelin Correspondence College acts as an educational agent, in respect of these learning programmes, for the external bodies.

Admission Requirements
It is important that a student’s choice of learning programme is based on his or her current level of education and experience. It is often detrimental to study success if a student registers for a programme for which he or she doesn’t have the necessary educational background. It might also prove a blow to the student’s self-confidence. Therefore, we urge students to take a conservative, realistic approach, and in so doing build a solid foundation for further study.

We have outlined, in this prospectus, the admission requirements for each programme. However, if students have any doubts about admission requirements, they are encouraged to contact a Damelin Correspondence College Student Consultant, who will be able to answer any queries.

Assessment methods
Internal assessments can be portfolios of evidence or assignments based or written exams.

External assessment consists of assignments and written exams per subject. These are set and managed by external assessment bodies (such as ICB - Institute of Certified Bookkeepers or IBS (Institute of Business Studies).

National qualifications assessments consist of portfolios of evidence (formative and summative assessments).

Awards
Upon successful completion of all the applicable assessment requirements as stated in your study material you will be awarded the relevant award.
Professional Institute Programmes

As we have already mentioned, Damelin Correspondence College offers a selection of programmes that are accredited and externally examined by professional institutions. These professional institutions are:

• the Institute of Business Studies (IBS);
• the Institute of Certified Bookkeepers (ICB).

Details of the programmes concerned can be found in this prospectus.

Damelin Correspondence College Business Career Courses

Most of the Damelin Correspondence College business accreditations form part of structured career programmes. In order to advance through a programme, a student must complete his or her chosen subjects at consecutive levels. Alternatively, students may obtain exemption from given subjects on the basis of their prior learning or experience.

The programmes offered by Damelin Correspondence College’s Business Group are examined programmes. The completion of each programme is rewarded with a full outcomes-based accreditation.
Computerised Project Management Diploma

Programme Type
The Computerised Project Management Learning programme is a Continuous Professional Development Programme.

The first challenge of project management is ensuring that a project is delivered within the defined constraints. The second, more ambitious, challenge, is the optimised allocation and integration of the inputs needed to meet those pre-defined objectives. Accompanied with Project management software many types of Projects can be better managed and run more effectively, as well as deal with the complexity of large projects.

Admission Requirements
Grade 12 (Std. 10) with Computer Literacy. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years’ relevant work experience, they should call the nearest DCC branch to discuss the prospects for entrance to the learning programme).

Programme Structure
• Introduction to Project Management
• Project Management
• Microsoft Project 2007

Programme Duration
18 months

Student Assessment
It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination. Please refer to your exam guide for more details.

Certification
On successful completion of this learning programme you will receive your Damelin Correspondence College Computerised Project Management Diploma.

Software is available from the College at a reduced rate.
PMSA is the representative Professional Body for Project Management in South Africa. PMSA is a not-for-profit professional association that is governed by a Board of Directors, managed and administered by a national Office and directed by a National Executive Committee. PMSA does not offer training in Project Management. It does, however, have a programme called the Registered Education and Training Provider (RETP) programme, through which training and education providers apply to be registered by PMSA. This PMSA endorsement is conferred on successful applicants according to the quality of the courses on offer.

Damelin Correspondence College has been awarded Silver Registered Education and Training Provider (RETP) status. This means that based on the review of the three programmes namely Introduction to Project Management, Project Management Techniques and Project Management Short Course Certificate have been deemed compliant with a prevailing international project management methodology.
This programme will provide individuals with the knowledge, understanding and skills to administer and support virtually any small project and event.

This programme is ideal for managers entering Project Management and team members in the project management office (PMO).

**Programme Type**
The Introduction to Project Management is a Continuous Professional Development Programme.

**Admission Requirements**
Grade 12 (Std 10) or equivalent. (If you don’t meet the minimum requirements, but you have 3 years experience, please contact your nearest DCC branch to apply for possible admission to the course.)

**Programme Structure**
This course consists of the following:
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

**Programme Duration**
18 months

**Student Assessment**
Students are required to complete and hand in 2 written assignments and write a formal exam per subject.

PLEASE NOTE: Please note that there are exam sittings in June and October of each year. The student will need to submit an exam entry form, together with the prescribed examinations fee, to the College before the closing date for the next exam. Please refer to the exam guide for more details.

**Certification**
Upon successful completion of the programme, the student will receive a Damelin Correspondence College Introduction to Project Management Certificate.
This programme is ideal for Project Managers who need a solid platform to establish a fully integrated project management system to monitor, process and communicate large volumes of Project information.

**Programme Type**

The Project Management Techniques programme is a Continuous Professional Development Programme.

**Admission Requirements**

Introduction to Project Management or equivalent. (If you don’t meet the minimum requirements, but you have 3 years experience, please contact your nearest DCC branch to apply for possible admission to the course.)

**Programme Structure**

The areas covered in this programme are the same as those covered in the Intro to Project Management only on a higher level.

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

**Programme Duration**

18 months

**Student Assessment**

Students are required to complete and hand in 2 written assignments and write a formal exam per subject.

PLEASE NOTE:

Please note that there are exam sittings in June and October of each year. The student will need to submit an exam entry form, together with the prescribed examinations fee, to the College before the closing date for the next exam. Please refer to the exam guide for more details.

**Certification**

Upon successful completion of the programme, the student will receive a Damelin Correspondence College Project Management Techniques Certificate.
The accomplishment of any important goal in life requires two things: a plan, and a commitment to keep to that plan! What follows is a simple 10-step process that will guide you to achieving success in your chosen Damelin programme, therefore bringing you one step closer to the career of your choice, or the advancement that you aspire to.

**Step 1**
Choose the programme that best suits you:
- Identify a career that best suits your natural interests and abilities.
- Choose a learning programme that is relevant to your chosen career, and for which you are able to meet the entrance requirements.

**Step 2**
Fill in your registration form. (You can phone one of our student consultants on 0860-61-61-61 to assist you in filling out the form.) Then send your completed registration form plus the certified copies of the relevant support documents to meet the entrance requirement of your chosen course to Damelin by:
- Posting it to Damelin Correspondence College, P.O Box 31001, Braamfontein, 2017, OR
- Taking it to your nearest Damelin office.

**Step 3**
Once the academic process has been successfully completed decide how you wish to pay for your studies:
- You may pay the full fee in cash (which will save you interest charges), or on terms over an agreed period.
- You may choose to register now for the complete learning programme, even if you plan to do only some of the subjects this year, and the rest later. This will save you money in the long run.

**Step 4**
Once you have registered, Damelin will send you your first study pack containing the following:
- Your Student Card, which identifies you as a student wherever you go;
- Your Damelin Study Notes, which have been designed to make you feel as if you have your own personal teacher;
- Your Information Guide, a summary of important details;
- Certification Road Map, which tells you how to enter for your examinations;
- Your Personal Study Programme, which shows you the study units or items that you will need for each subject that you are studying; and
- Your Assignment Covers and Envelopes, to make it easy for you to send in your assignments and queries to the College.
Step 5
Decide on the study times that best suit your lifestyle. Then work out your own study timetable. Try to keep to your timetable! It is very difficult to catch up when you have fallen behind.

Step 6
Get down to the serious business of studying. The notes have been designed to take the place of a class teacher.

Step 7
Complete regular assignments to check how you are doing.
- Continuous assessment is an essential feature of distance learning. Our study material contains numerous self-assessment exercises, to help you to make sure that you are in control of your work at all times.
- At the end of each module, there is a progress assignment which you can complete and send to the College for marking and/or model answers.

Note that the assignments are not compulsory, for examinable courses, and you can register for exams when you are ready.

Step 8
Enter for the examinations
- Follow the instructions on your Certification Road Map on how and when to enter for your examinations.
- Remember that it is your own responsibility to register in time for a particular examination sitting.

Step 9
Write the examinations
- You will enter the examination room knowing that you have done the very best preparation that you are capable of, and you will face the exam paper with confidence.

Step 10
Qualify for your award
- Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.

Help is only a phone call away!
Should you have any queries about the learning programme you are interested in, please do not hesitate to contact a Damelin Student Consultant at the following number:

0860 61 61 61
Make your mark with Damelin

Go for it!

Achieve career success with Damelin Correspondence College, one of the most employer recognised colleges in Southern Africa.

Register Today!

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1st Floor, Mineralia House
78 De Korte Street,
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+27 11 712 2556
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Pretoria 0002
P.O. Box 1332, Pretoria 0001
+27 12 352 9111
+27 12 322 6369

Cape Town
Shop 34, Matador Centre,
62 Strand Street, Cape Town 8001
P.O. Box 4180, Cape Town 8024
+27 21 417 8160
+27 21 417 0300

Durban
The Educor Gallery,
325 Anton Lembede (Smith) Street,
Durban 4001
P.O. Box 2553, Durban 4000
+27 31 374 9750
+27 31 301 0301

Post your registration form to:
The Registrar, Damelin Correspondence,
P.O. Box 31001, Braamfontein, 2017

Damelin Correspondence College (Pty) Ltd. Co. Reg. No. 1996/000339/07
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www.dcc.edu.za
info@damelin.edu.za

Make your mark with Damelin

Enrol • Qualify • Achieve

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